

INSTRUCTIONS

Forward intact to Cable Secretariat, original, offset master, and two white carbon copies. Make all changes by typewriter. Hand-written changes will not be legible on all copies below the offset master. Make certain that corrections made on the original appear clearly on the offset master and the two white carbon copies.

Type cables in capital letters ONLY and double space (2 line feeds) ALL cable text.

Cables should be typed with a firm, even touch using medium pressure. If touch is too light only faint images will appear on the offset master and resulting reproduced copies will be illegible. If touch is so heavy as to cut the surface of the offset master sheet, fluids will seep below the surface of the master which may then disintegrate before press run has been completed. When properly prepared, images on the master sheet will be uniformly black but will not be cut deeply (embossed) into the surface of the master. Danger signs are light gray images (touch too light), or, periods, dashes, or underscores perceptible and embossed on the back of the master sheet (touch too heavy).

Make erasures on the offset master with a soft grit-free eraser. NEVER USE AN ORDINARY WHEEL OR STICK ABRASIVE TYPEWRITER ERASER OR A FIBER GLASS ERASER AS THIS WILL REMOVE THE PROTECTIVE COATING ON THE FACE OF THE MASTER SHEET AND COPIES PRODUCED THEREFROM WILL BE ILLEGIBLE. The complete image need not be erased. Remove only the carbon deposit. The ghost-like image remaining will not reproduce when the master is run. The area erased may be typed over or left blank.

If the cable requires more than one page, use another Form 12 as a continuation sheet.

The defense classification must be typed in capital letters and hyphenated on cables classified "SECRET" or lower, e. g. S-E-C-R-E-T. THE CLASSIFICATION "TOP SECRET" MUST BE HAND STAMPED IN RED ON EACH PAGE OF THE CABLE FORM.

REMOVE THIS SHEET BEFORE TYPING CABLE, MAKING CORRECTIONS, AUTHENTICATING, COORDINATING OR RELEASING. REPLACE IMMEDIATELY.